

Cadet Command Management Control Plan

Management Control Process

FY04 (Updated from CCR 11-2, 13 Mar 00)

Task/Subtask Description JR NEXT CYCLE (PURPOSE)	Funct Prop	Related Regulation	Cklist Pub In	HQCC	RGN	BDE	SR
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DATE

DUE _____

INSPECTIONS AND AUDITS 2006 (5-yr)	SAIG	AR 20-1		X	X		
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Inspector General Operations

(Evaluates Inspector General Functions)

[Interim guidance provided to field by SAIG-OP memo, subj: Management Control Checklist for Inspector General Functions.]

PERSONNEL ACTIVITIES

Soldier Programs – Senior ROTC 2004 (2-yr)	DAPE	AR 145-1 (under revision)		X	X	X	
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Pgm (Reviews program management in the SROTC program)

*Brigade Requirement, P&A POC for Regions

[Instructions attached on last slide]

Soldier Programs – Senior ROTC	DAPE	AR 145-1		X	X	X	
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Task/Subtask Description NEXT CYCLE (PURPOSE)	Funct	Related	Cklist	HQCC	RGN	BDE	SR	JR
DATE	Prop	Regulation	Pub In					
SUPPLY	DALO	AR 710-2	CC Reg	X	X	X	X	
AMMUNITION ACCOUNTABILITY	2004	yearly						
Ammunition Accountability (Evaluates control of ammo) [Alternative method: Command Supply Discipline Program]			11-2 or CSDP Checklist					
SCHOOL FUND CONTROL								
PROGRAM MANAGEMENT								
School Fund Control								
X yearly, if required (Reviews battalion/unit control over NAF, school support funds and fund raiser accounts)								
Postal Service								
yearly, if required (Reviews battalion/unit control over Army funds provided for postal service)								
Local/LD Telephone Service								
yearly, if required (Reviews battalion/unit control over Army funds provided for telephone service)								
GSA Vehicle Fleet Management								
2004 yearly (Reviews how the activity is managing it's GSA Vehicles)								

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<div>FINANCIAL</div> <div>MANAGEMENT</div>									
Internal Controls	ASA(FM&C)	AR 11-2	AR 11-2	X				2005	
Accounting Activities Contingency Funds (Reviews general administration of contingency funds)	ASA(FM&C)	AR 37-47	AR 37-47	X					2006
Budget Execution (Reviews goals and objectives for distribution and execution)	ASA(FM&C)	AR 37-49	DFAS IN 37-1	X					2006
Army Travel Card Program (Reviews use of Bank of America Travel card)	ASA(FM&C)	DOD Financial Mgt Reg Vol 9, Chap 3, 9/2000	HQCC & ASA (FM&C)	X	X	X			2004
Government Purchase Card (Use checklists in 145-8 and supplements for RGN, SR, JR and Bde HQs)	ASA(FM&C)	CCR 145-8	" "	X	X	X	X	X	2004

Cadet Command Management Control Plan

Instructions

1. This Message will expire upon revision of AR 145-1.
2. AR 11-2, requires a management control checklist to ensure full implementation of management control processes. This Message provides the required checklist for field use pending revision to AR 145-1.
3. Commanders are requested to use the enclosed checklist to establish and maintain effective management controls, assess areas of risk, and identify and correct weaknesses in those controls.
4. Function. The function covered by this checklist is for the Senior Reserve Officers' Training Program, (AR 145-1).
5. Purpose. The purpose of this checklist is to assist HQ Cadet Command, Region Headquarters and SROTC Battalions in evaluating their key management controls. It is not intended to cover all controls.
6. Instructions. Answers must be based on the actual testing of key management controls such as document analysis, direct observation, interviewing, sampling, and simulation. Answers that indicate deficiencies must be explained and corrective action indicated in supporting documentation. These management controls must be evaluated at least once every 5 years. Certification that this has been conducted must be accomplished on DA Form 11-2-R (Management Control Evaluation

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Instructions

7. Test Questions.

- a. Are procedures in place to ensure that the establishment and disestablishment of Senior ROTC Battalions are in accordance with AR 145-1? (HQCC, Region HQ)
- b. Are newly assigned PMS and ROTC instructors being provided with reading packets and orientation that will p benefits, and restrictions governing ROTC Duty? (HQCC, Region HQ)
- c. **Is** Are the published criteria being utilized to determine if student/cadet **are** is eligible for SROTC Program? (HQCC, Region HQ)
- d. Are procedures in AR 145-1 being followed in administering the ROTC Scholarship Program? (HQCC, Region HQ)
- e. Are disenrollment procedures being followed? (Region HQ, SROTC)
- f. Are training and cadet evaluation procedures being monitored? (HQCC, Region HQ, SROTC)
- g. Are battalions s accomplishing ROTC Program Objectives? (HQCC, Region HQ, SROTC)
- h. Are cadets properly commissioned? (HQCC, Region HQ, SROTC)
- i. Are inspections conducted and procedures followed? (HQCC, Region HQ, SROTC)
- j. Are procedures in place to ensure effective management program (EMP) criteria and status, viability evaluation are **followed** conducted in accordance with AR 145-1? (HQCC, Region HQ, SROTC)

8. Supersession. This checklist replaces the checklist for Senior Reserve Officers' Training Corps Program previously DA Circular 11-87-6, dated 28 Dec 87.

9. Comments help make this a better tool for evaluating management controls. Submit comments through HQ, Cadet Command to Commander, PERSCOM, ATTN: TAPC-OPD-C, 200 Stovall Street, Alexandria, VA 22332-0413.